



November 5, 2020

Meeting Notice
Village Council Meeting As
A Committee of the Whole
November 10, 2020

Due to the coronavirus (COVID-19) pandemic, Whitehouse Village Council is urging citizens to access public meetings remotely. You may do so by phone by dialing **1-408-418-9388**. You will then be prompted to press the following access code **132 587 1191**. The Password will be **2223**. To help minimize background noise, **please make sure that you mute your microphone.**

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, November 10, 2020, at 6:30 PM.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the March 10, 2020, Committee of the Whole Meeting Minutes
- IV. Citizen Comments on Committee of the Whole Agenda Items
- V. **Finance, Audit and Investment**
 - A. Review the proposed 2021 Rate & Fee Schedule
 - 1. **Recommended Action** – The Committee is asked to review the proposed 2021 Rate & Fee Schedule as recommended by the Administrator and make a recommendation to Council.
 - 2. **Supporting Information** – Copy of Proposed Schedule and Supporting Analysis Documents. (Exhibit A)
 - B. Review the Whitehouse Merit Service Payment Information
 - 1. **Recommended Action** – The Committee is asked to review the proposed Merit Service Payment to eligible employees and make a recommendation to Council as recommended by the Administrator
 - 2. **Supporting Information** – Copy of proposed Merit Service Payment (Exhibit B)

VI. **Public Services**

A. Consideration of Designating Otsego Street as a One-Way Street

1. **Recommended Action** – The Committee is asked to review options regarding traffic flow on Otsego Street per Councilman May's request.
2. **Supporting Information** – Minutes from the March 12, 2019 Committee of the Whole Meeting and the Memo from Steve Pilcher from that meeting (Exhibit C)

VII. Citizen Comments

VIII. Consider Other Business as Appropriate Under the Village Charter

IX. Adjourn

Jordan D. Daugherty
Village Administrator

MEMORANDUM

FOR: Mayor Donald Atkinson and Members of the Whitehouse Village Council Meeting as a Committee of the Whole

FROM: Jordan D. Daugherty, Village Administrator

SUBJECT: November 10, 2020 Council Meeting as a Committee of the Whole

DATE: November 5, 2020

The Village Council is scheduled to convene as a Committee of the Whole on Tuesday, November 10, 2020 at 6:30 p.m.

After the Council President calls the Committee of the Whole meeting to order, the Committee may review and approve the March 10, 2020 minutes.

The first agenda item is a review of the proposed 2021 Rate and Fee Schedule. I would like to call a few items to your attention. First, I am recommending a small water rate increase of 3.5% to cover budgeted operating costs. This recommendation is consistent with our past practice of adjusting rates incrementally to cover budgeted costs. Thankfully, due to careful spending, we do not need to pass on a four plus percent increase as is scheduled by the City of Toledo.

Second, based on the same practice previously mentioned, I am recommending a meager 1.0% rate increase for sewer consumption. This minimal increase equates to \$0.24 per month to the average user.

Third, I am requesting a \$1.00 per month Capital Improvement Charge for Sewer. Please take note that this is the first recommended fee change for this Capital Improvement Charge in over 11 years. With our growth and major overhaul of our sewer system, I believe it is important that we are investing into the future quality of this important utility. Hopefully, this will only be an every ten year rate review on this charge.

Lastly, you will note in the "Sanitation Analysis" document, I am requesting that you consider a \$0.72 increase in the refuse/recycling fee. While this doesn't cover all of sanitation expenses, please note that bypassing on a limited increase the fund balance does not go into a further deficit.

Considering the next agenda item, I ask that you review and approve the 2020 Merit Service Payment for eligible employees. To be clear, these funds were indeed approved in the 2020 Appropriations. Thus it is my recommendation to approve this payment as recommended.

Next the Committee is asked to consider again the traffic flow on Otsego Street at Councilman May's request. To aid in this discussion, please review the attached copies of the March 12, 2019 meeting minutes and memorandum when this was last discussed.

The Committee may consider any other business as appropriate under the Village Charter.

Respectfully submitted,

Jordan D. Daugherty, Village Administrator

Village Council Meeting As
A Committee of the Whole
March 10, 2020
6:30 PM

ROLL CALL: Bill May, Louann Artiaga, Richard Bingham, Rebecca Conklin Kleiboemer, Mindy Curry, and Bob Keogh. Also present were the following: Mayor Don Atkinson, Administrator Jordan Daugherty, Fire Chief Joshua Hartbarger, Deputy Fire Chief Jason Francis, Clerk Susan Miller, Waterville Fire Chief Doug Meyer, Ed Kaplan, David Williams, Martin Fuller, and Neil Raymond.

Motion by Richard Bingham, seconded by Rebecca Conklin Kleiboemer to approve the minutes of the February 11, 2020 meeting. 6 ayes

Safety Services

The first order of business was a discussion of the Whitehouse Fire Cooperative Proposal.

- The current path is unsustainable, need a corp, preventing failed response, demands on Volunteers have grown, larger community, rising calls for service
- Three people at the station 24/7, takes care of \$1.2 million purchases as we approach citihood
- A 3.25 mill levy will be around \$114/\$100,000 home, ensures sustainability
- Nationwide problem, we haven't had any fail responses yet due to incredible staff, evening and weekend hours have been covered by Chiefs after 60 hour work weeks
- We are a bedroom community, the cost to supply services is higher per household
- We need to find a revenue source, or reduce levels of service in other services or reduce Fire/EMS services
- The Village invites questions
- This discussion has been taking place internally for about 12 years, and externally for 3-4 years, this is a nationwide issue
- Current system relies heavily on volunteers, since 2007 the run volume has increased 3 times – especially EMS runs, 10 years ago - 297 runs, 2016 – 706 runs, 2019 – 927 runs
- Council can vote for this to go to the Auditor for a millage number, in a couple of months Council can vote for this to go to the ballot
- Town Hall meetings will be held
- There is no requirement due to becoming a City. Staff and funding would be needed even if the Village did not become a City
- Proposal is lean, but not bare bones, designed for a growing community, doesn't have fluff
- Whitehouse Fire Department coverage area 29 square miles, The Village of Whitehouse, half of Waterville Township, Swanton Township, part time employees 25, volunteers 25, full time 13
- Insurance grading could go up, lowering rates
- Coop would have arrangements with other departments in place, wouldn't need to call for Assistance
- Run volume significantly increases for nursing homes, strain for public EMS, high Maintenance, low income
- Taxes are split to many areas for a bedroom community, millage will go straight to the intended Service
- Each community will contribute similar millage
- If one community passes and another doesn't capital needs would be readdressed, equipment would not be needed to serve an area that is not participating

- The current level of service is unsustainable and will be affected if the coop doesn't pass
- The Village could contribute from the general fund
- Nursing home medicare and medicaid reimbursements, Whitehouse residents soft billed, Outside of the Village hard billed. FEMA cost recovery sheet
- Burgeoning demand, EMS treating on scene
- Safety of those we serve as the priority, thoroughly and professionally dealt with, never asked for this before, held off as long as we were able
- This is about lives saved
- Looked at all of the scenarios
- The Village is responsible for the schools, there's a lot of cost to it
- Thank you to the Fire Chief Joshua Hartbarger, Waterville Fire Chief Doug Meyer and Deputy Chief Jason Francis for all of their work on this

Motion by Mindy Curry, seconded by Rebecca Conklin Kleiboemer to recommend to Council to approve requesting a projected number from the Lucas County Auditor for 3.25 mills. 6 ayes

The next order of business was a discussion on Lucas County 911 Regional Council of Governments Agreement.

- Dispatch in the hands of professionals in that businesses
- Politicians oversight is a bad idea

Motion by Bob Keogh, seconded by Rebecca Conklin Kleiboemer to recommend to Council to approve the RCOG version already passed by Toledo, Lucas County, and other Municipalities

Other items discussed:

- Issues with the Buckeye cable contractor's laying the cables, ground fire, spectrum, lost power, lost AT&T internet, broke water line, replaced transformer
- Positive experience with Buckeye cable contractor, knicked line, but fixed before next morning

Motion by Bob Keogh, seconded by Mindy Curry to adjourn at 7:34 PM. 6 ayes

Respectfully submitted,

Susan Miller
Clerk of Council



January 1, 2021

Schedule of Rates and Fees Exhibit "A"

I. RESIDENTIAL BUILDING PERMIT FEES

One, Two and Three Family Dwellings and Residential Industrialized Units

A. Building Permit: New construction, additions, alterations including garages, basements, accessory buildings and decks (based on gross floor area).

1. Base fee	\$ 75.00
plus - fee per square foot	\$ 0.15
2. Foundation only	\$ 75.00
3. Re-review fee (each)	\$ 50.00
4. Minor work	\$ 100.00
5. Certificate of occupancy (temporary or final)	\$ 50.00 each

B. Removal and Demolition Permit: \$ 75.00

C. Electrical Permits:

The cost shall be based upon the following:

1. Temporary service (per pole)	\$ 50.00
2. New dwelling (per unit)	\$ 125.00 + .10 amp
3. All electric unit (per unit)	\$ 120.00 + .10 amp
4. Service change: up to 100 amp	\$ 75.00
greater than 100 amp	\$ 75.00 + .20 amp
5. Alterations (other than service change)	\$ 75.00
6. Furnace and air conditioning circuit	\$ 75.00
7. Underground electrical inspection	\$ 60.00
8. Residential Generator	\$ 75.00 + gas piping fee
9. Edison release	\$ 75.00

D. Plumbing Permits:

The cost shall be based upon the following:

1. New dwelling (per unit)	\$ 75.00
plus per fixture	\$ 10.00
2. Underground only (per unit)	\$ 75.00
3. Alterations and fixture replacement (per unit)	\$ 75.00
plus per fixture	\$ 10.00
4. Hot water heater (per unit)	\$ 75.00
5. Hydronic boiler (per unit)	\$ 75.00

E. Heating and Air Conditioning Permits:

The cost shall be based upon the following:

1. Forced air furnace base (per unit, includes one HVAC, air conditioner and ductwork)	\$ 125.00
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2. Furnace replacement (per unit)	\$ 75.00
3. Air conditioning only (per unit)	\$ 75.00
4. All other heating systems (per unit)	\$ 75.00

F. Other Permits:

1. Sidewalk and Driveway Permits:

The cost shall be based upon the following:

a. Sidewalks and driveways involving up to 100 sq ft of construction or reconstruction	\$ 25.00
b. Sidewalks and driveways involving more than 100 sq ft of construction or reconstruction	\$ 50.00
c. Cutting or dropping of curbs	\$ 50.00
plus add per each lineal foot	\$ 2.00
plus reimbursement of engineering review fees, if applicable	
2. Fireplace Permits	\$ 75.00
3. Roofing Permits	\$ 75.00
4. Gas piping	\$ 75.00

G. Re-inspection and Stop Work Order:

1. Re-inspection:

a. First re-inspection	\$ 50.00
b. Second re-inspection	\$ 75.00
c. Third re-inspection	\$ 125.00

2. Stop Work Orders (per calendar year):

a. First order	\$ 200.00 *
b. Second order	\$ 400.00 *
c. Third order	\$ 600.00 *

* Plus double permit fee with maximum fee of \$1,000.00

H. Minor Repairs:

The following items shall be considered minor repairs for which a permit is not required:

1. Window/door replacement providing no change in the opening size or location.
2. Interior remodeling with no change to structural members or floor plan
3. Replacement of plaster or drywall without structural members or mechanical installation.
4. Painting of walls, ceilings and moldings
5. Replacement or repair of exterior trim, soffits, fascia or overhangs, nonstructural members
6. Wall papering
7. Concrete patios without roof or walls

I. Extension for Building Permits

Six (6) months to start once permit has been issued; twelve (12) months to finish. Ten (10) day written request before expiration of permit. Six (6) month extension; limit of two (2).

\$ 100.00

J. State Surcharge Fee. In addition to the fees stated above, each permit applicant shall be charged an additional fee in an amount equal to any surcharges, which are imposed by the laws of the State of Ohio. At the time of the passage of this Ordinance, the State has imposed a 1.0% surcharge on all fees in this Section.

II. COMMERCIAL BUILDING PERMIT FEES

Commercial, Industrial or Residential Multi-Family Units

A. Construction Fees:

1. Structural plan review and permit fee	\$ 150.00
Additional fee (per gross sq ft)	\$ 0.15
2. Mechanical plan review and permit fee	\$ 150.00
Plus each 100 square foot of area	\$ 4.00
3. Electrical plan review and permit fee	\$ 150.00
Plus each 100 square foot of floor area	\$ 4.00
New service or service change per amp	\$.50
Underground or floor slab installation only	\$ 75.00
4. Temporary Pole (up to 200 amps)	\$ 100.00
5. Plumbing plan review and permit fee	\$ 150.00
Plus each fixture with trap	\$ 10.00
Underground or floor slab installation only	\$ 75.00
6. Automatic sprinkler and other fire suppression systems	\$ 150.00
All suppressed areas, per each 100 sq ft of floor area	\$ 4.00
7. Kitchen hood suppression systems plan review / permit fee	
Type I	\$ 150.00
Type II	\$ 100.00
Other systems, haz hoods	\$ 225.00
8. Generators	\$ 200.00
9. Fire Pumps	\$ 200.00
10. Refrigeration (0 to 5 tons)	\$ 100.00
Plus \$20 per 5 ton portion over first 5 ton	
11. Gas piping	\$ 100.00
Plus \$10 for every appliance/connection over three	
12. Industrialized unit plans (each unit)	\$ 150.00
Plus each 100 square foot of floor area	\$ 1.30
13. Alarm system	\$ 150.00
Plus per each device	\$ 3.00
14. Foundation plan review and permit	\$ 150.00
15. Plan re-review fee, per hour	\$ 100.00
16. Certificate of occupancy	\$ 50.00
17. Sidewalk and Driveway Permit:	
a. Sidewalks and driveways involving up to 100 square feet of construction or reconstruction	\$ 25.00
b. Sidewalks and driveways involving more than 100 square feet of construction or reconstruction	\$ 50.00
c. Cutting or dropping of curbs	\$ 50.00
plus add per each lineal foot	\$ 2.00
plus reimbursement of engineering review fees, if applicable	
18. Removal and Demo	\$200.00

B. Extension for Building Permits

Six (6) months to start once permit has been issued; twelve (12) months to finish. Ten (10) day written request before expiration of permit. Six (6) month extension; limit of two (2). \$ 100.00

C. Re-inspection and Stop Work Order:

1. Re-inspection:

- | | | |
|----|----------------------|-----------|
| a. | First re-inspection | \$ 75.00 |
| b. | Second re-inspection | \$ 100.00 |
| c. | Third re-inspection | \$ 150.00 |

2. Stop Work Orders (per calendar year):

- | | | |
|----|--------------|-------------|
| a. | First order | \$ 200.00 * |
| b. | Second order | \$ 400.00 * |
| c. | Third order | \$ 600.00 * |

* Plus double permit fee with maximum fee of \$1,000.00

D. Minor Work **\$150.00**

Minor repairs consists of minor construction, minor additions or replacement of equipment, or other minor alterations requiring a permit fee and inspection, including, but not limited to, moving non-bearing walls; changing required exits or exit corridors; adding up to five (5) circuits; replacing up to 2 plumbing fixtures; relocation of furnace

E. Occupancy Permits (temporary or final) **\$ 50.00 each**

An occupancy permit shall be required for new and existing industrial and commercial buildings when any change of occupancy occurs or building alteration. An occupancy inspection shall be requested by the occupant after the completion of occupancy permit application and the payment of a fee of \$50 each (temporary or final).

F. State Surcharge Fee. In addition, each permit applicant shall also be charged an additional fee in an amount equal to any surcharges on permit fees which are imposed by the laws of the State of Ohio. At the time of the passage of this Ordinance, the State has imposed a 3% surcharge on all fees in this Section.

III. INSPECTIONS OUTSIDE NORMAL BUSINESS HOURS

For all inspections which a permit holder or his agents request to be performed outside normal business hours (8:00 am – 4:30 pm, M-F, excluding holidays), an additional minimum fee of \$150.00 to \$200.00 shall be charged. If the time required to perform such inspection exceeds two (2) hours, an additional fee of \$75.00 to \$100.00 per hour shall be charged for each hour or fraction thereof in excess of two (2) hours. All inspections to be performed outside normal business hours shall be requested in writing and given to the Maumee Division of Inspection at least forty-eight hours prior to the requested inspection to be performed.

IV. SIGN PERMITS **\$ 75.00**

Projecting signs that hang over the public right-of-way and freestanding (pole or monument) signs shall require a building permit before being constructed or attached to a building or wall. A sign contractor, registered with the Village of Whitehouse, must apply for the permit and install the sign as indicated on the building plans submitted for review to the Chief Building Official.

V. ZONING PERMITS AND FEES

Fees required under the Zoning Code of the Village of Whitehouse shall be as follows:

A. Petition for Zoning Map / Text Amendment:	Less than 1 acre	\$100.00
	1 to 5 acres	\$200.00
	Over 5 acres	\$300.00
B. Petition for a Special Use Permit:	Less than 1 acre	\$200.00
	1 to 5 acres	\$300.00
	Over 5 acres	\$400.00
C. Petition for a Planned Unit Development:	Less than 1 acre	\$200.00
	1 to 5 acres	\$300.00
	Over 5 acres	\$400.00
Plus Escrow for Plan Review		\$500.00
D. Appeal to Board of Zoning Appeals		\$100.00
E. Preliminary Plat Review and Submittal:	Up to 5 acres	\$100.00
	6 to 10 acres	\$200.00
	11 to 20 acres	\$400.00
	Over 20 acres	\$600.00
Plus Escrow for Plan Review		\$500.00
F. Resubmittal of a Preliminary Plat (12 months after original approval) 10% of original fees (E). Two resubmittals allowed for a total of 3 years.		
G. Final Plat Review and Submittal		\$150.00
Plus Per Lot		\$ 5.00
Plus Escrow for Plan Review		\$500.00
H. Zoning Permits:		
New structures/additions, including garages		\$ 50.00
Sheds, accessory buildings, pools, and decks		\$ 25.00
Fences		\$ 10.00
Signs		\$ 20.00
I. Petition for Preliminary Discussion to Planning Commission		\$ 75.00
J. Commercial Site Plan Review by Planning Commission		\$100.00
K. Minor sub-division / lot split (less than five parcels)		\$100.00

VI. BUSINESS REGISTRATION FEES (in addition to any County / State licenses required)

- A. Fees for licenses required by Chapter 731 of the Whitehouse Codified Ordinances, within the Village shall be:
1. Vendor / Solicitor license (door-to-door)
 - a. annual, per person \$ 25.00

- B. Other registration fees
 - 1. Ice cream vendor's license (annual)
 - a. for each motor vehicle \$ 50.00
 - b. for each non-motorized vehicle \$ 25.00
 - 2. Public fireworks exhibition permit (per exhibition) \$100.00

VII. REGISTRATION FEES FOR SKILLED TRADESMEN

Fees for Certificate of Registration required by Chapter 1323 of the Codified Ordinances for the performance of work within the Village by certain skilled tradesmen shall be as follows:

- A. Contractor's registration and renewal fees. Fees for electrical, plumbing, steamfitter, HVAC, refrigeration, and fire suppression system contractors shall be:
 - 1. Original registration \$ 50.00
 - 2. Annual registration renewal \$ 40.00
- B. Original registration fees and annual registration renewal fees for sewer, sign, sidewalk, drive apron and curb cut contractors shall be:
 - 1. Original registration \$ 50.00
 - 2. Annual registration renewal \$ 40.00
- C. Original registration fees and annual registration renewal fees for all contractors who are not otherwise specified in this Section, shall be:
 - 1. Original registration \$ 50.00
 - 2. Annual registration renewal \$ 40.00
- D. Contractors whose principal place of business is located within the Village limits shall not be required to pay the Contractor Registration Fee. The Contractor Registration Form and all required documentation concerning state licensing and proof of Worker's Compensation shall be required along with the completed form.

VIII. RIGHT OF WAY INFRASTRUCTURE

- A. Right-of-way infrastructure permit \$100.00

IX. FEES FOR DIVISION OF WATER AND SEWER

Fees for the Division of Water, including water and sewer rates and tap fees shall be:

- A. Water Rates (**within Village limits**)
 - 1. Minimum charge for one month or up to 2,000 gallons ~~\$16.38~~ \$16.96
 - 2. Per 1,000 gallons thereafter ~~\$8.19~~ \$ 8.48
- B. Water Rates (**outside Village limits**)
 - 1. Minimum charge for one month or up to 2,000 gallons ~~\$34.40~~ \$35.62
 - 2. Per 1,000 gallons thereafter ~~\$17.20~~ \$17.81

C. Monthly Water Capital Improvement charge per meter by meter size:

<u>Meter Size</u>	<u>Charge</u>
5/8" – 3/4"	\$ 2.50
1"	\$ 6.25
1-1/2"	\$12.50
4"	\$50.00
6"	\$82.50

D. Sewer Rates (**within Village limits**)

- | | |
|---|------------------------------------|
| 1. Minimum charge for one month or up to 2,000 gallons | \$ 9.48 \$ 9.58 |
| 2. Per 1,000 gallons thereafter | \$ 4.74 \$ 4.79 |
| 3. Minimum charge for one month for those residents not connected to the Village water system | \$ 35.52 \$35.88 |

E. Sewer Rates (**outside Village limits**)

- | | |
|--|------------------------------------|
| 1. Minimum charge for one month up to 2000 gallons for Non-residents with water service (110% surcharge for outside Village) | \$ 19.90 \$20.10 |
| 2. Per 1,000 gallons thereafter (110% surcharge for outside Village) | \$ 9.95 \$10.05 |
| 3. Minimum charge for one month for non-residents not connected to the Village water system | \$ 74.56 \$75.31 |

F. Monthly Sewer Capital Improvement charge per meter by meter size:

<u>Meter Size</u>	<u>Charge</u>
5/8" – 3/4"	\$ 3.01 \$ 4.01
1"	\$ 7.53 \$ 8.53
1-1/2"	\$15.03 \$ 16.03
4"	\$60.20 \$ 61.20
6"	\$99.33 \$100.33

G. Additional miscellaneous charges:

- | | |
|---|--------------------------|
| 1. Water shut-off due to non-payment of a bill (first time) | \$ 20.00 |
| (additional shut-offs) | \$ 40.00 |
| 2. Employee over-time to cover cost of turning water back on if payment is made after 4:00 p.m. | \$ 40.00 |
| 3. Deposit for all rental properties before service is turned on | \$100.00 |
| 4. Replace frozen water meter | Cost of meter plus labor |
| 5. 10% late payment on bills paid after due date | |
| 6. Collection fee charged to all delinquent bills if no prior arrangements have been made for payment | \$ 10.00 |
| 7. Fee for tampering with meter | \$ 250.00 |
| 8. Bulk water, plus cost per gallon | \$ 25.00 |
| 9. Damaged service line | Cost of parts plus labor |
| 10. Unauthorized use of hydrant, theft of water | \$ 250.00 |

H. Water and sewer tap fees for new construction

- | | |
|--|------------|
| 1. Sewer tap fee for Village residents | \$1,100.00 |
| 2. Sewer tap fee for non-Village residents | \$2,310.00 |
| 3. Water tap fee for Village residents | \$ 750.00 |

- | | |
|--|-----------------------------------|
| 4. Water tap fee for non-Village residents | \$1,500.00 |
| 5. Fireline or fire suppression line | Cost of materials plus inspection |

X. FEES FOR REFUSE SERVICES

Monthly fee for weekly residential refuse and recycling collection	\$12.01 \$12.73
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XI. FEES FOR MOWING GRASSES, WEEDS AND RANK VEGETATION

Per Chapter 521.11 of the Whitehouse Municipal Code, when the Village is required to mow, property owners shall be charged the hourly rate of:

For the first offense in any calendar year	\$ 160.00 hr
For the second offense in any calendar year	\$ 200.00 hr
For the third offense in any calendar year	\$ 250.00 hr
With increments of an additional \$50.00 per hour per offense per calendar year	

XII. FEES FOR STREET TREES

A per tree fee for street trees will be charged to the contractor / owner at the time zoning permits are issued for individual lots. The Village of Whitehouse will plant such trees at the appropriate time as lots are developed.

\$ 450.00 per tree

XIII. FIRE DEPARTMENT

A. Inspections

1. Inspection fees – One (1) initial inspection, and (1st) re inspection for commercial and residential day care and foster home properties per year is no charge. A Second (2nd) re inspection from a failed initial re inspection for the year will be - \$250.00. The third (3rd) re inspection will be \$500.00 plus documentation turned over to the Village Solicitor for legal review.
2. One (1) open burning per year is no charge. Second (2nd) open burn response per calendar year will be \$250.00 per occurrence. This includes any open burning greater than 3x3x3 with non-clean burning wood. If the open burn has other materials in it besides class A materials (Wood, paper) and/or air packs need to be worn, a \$250.00 fine will be given on the first (1st) occurrence.
3. Food Truck Inspections - \$25.00
4. Food Truck 1st re-inspection from an initial failed inspection - \$75.00
5. Fireworks Aerial Display - \$125.00/hr. – requires a minimum of four personnel. This cost includes a brush truck, water tender, and a command officer.
6. Tent permit 0-700 square feet (no sides) – No charge
7. Tent permit 400 square feet and above with at least one (1) side - \$50.00

B. Fire Alarms

1. 1-2 per year are free
2. 3rd per calendar year - \$500.00
3. 4th per calendar year - \$550.00
4. 5th and over per calendar year - \$600.00
5. Nuisance alarms per year will be at the Fire Chief's discretion to determine fees.

C. Incidents

1. Hazardous Materials Responses – See LEPC

D. Fire Prevention

1. Meetings with building officials about non-compliant tenants and building owners regarding fire and/or building code violations. Meetings - \$50.00/hour/ per inspector. One (1) hour minimum charge.

E. Personnel

1. Fire Department Personnel and vehicles at events – See current FEMA rate
2. Fire Watch (per personnel/per hour) - \$35.00

*Invoices will be sent to tenants or business owners.

XIV. Police Department

A. Impounded Animals

1. First Offense – Pick-up fee: \$15.00 plus a \$5.00 impoundment fee for each day thereof during which the animal has been impounded
2. Second Offense – Pick-up fee \$45.00 plus a \$5.00 impoundment fee for each day thereof during which the animal has been impounded
3. Third or Subsequent Offense – Pick-up fee \$70.00 plus a \$5.00 impoundment fee for each day thereof during which the animal has been impounded

B. Special Event Fee - \$40.00/hour per Village Employee

- 2 hour minimum charge per Employee
- Whitehouse Business/Resident sponsored events are exempt from fee.

XV. Public Record Requests

- A. Black & White Copies (8½ x 11 or 8½ x 14): \$0.05/page
- B. Color Copies (8½ x 11 or 8½ x 14): \$0.10/page
- C. 11 x 17 Black & White Copies: \$0.10/page
- D. 11 x 17 Color Copies: \$0.20/page
- E. DVD/CD: \$0.50/ea.
- F. Flashdrive: actual cost of flashdrive
- G. Review of Records only: No charge

THE VILLAGE OF WHITEHOUSE

10-Nov-20

WATER ANALYSIS

Analysis to Determine Water Rate Increase for Operating Self-Sufficiency

Note: This only addresses the usage rates. No need to address the Capital Improvement Charges.

Assumes that the Village charges the necessary rate (3.5%) to cover the budgeted cost to customers at a flat rate.

			2020	2021	2022
Beginning Fund Balance			\$ 1,905,704	\$ 1,992,659	\$ 2,093,314
Revenue			\$ 1,570,681	\$ 1,625,655	\$ 1,674,425
Expenses			\$ (1,483,726)	\$ (1,525,000)	\$ (1,570,750)
Surplus/(Deficit)			\$ 86,955	\$ 100,655	\$ 103,675
Ending Fund Balance			\$ 1,992,659	\$ 2,093,314	\$ 2,196,989
Less: Capital Improvement Funds			(100,000)	(200,000)	(300,000)
Ending Operating Balance			\$ 1,892,659	\$ 1,893,314	\$ 1,896,989
			Net Change in Funds =		
					\$ 4,330
Ave. household consuming 5,000 gal. would pay per mo. the following:					
at new rate-			\$ 40.95	\$ 42.38	\$ 42.38
at existing rate (and no annual increase)-			\$ 40.95	\$ 40.95	\$ 40.95
Difference			\$ -	\$ 1.43	\$ 1.43

Scenario if there are no changes to the rates.

			2020	2021	2022
Beginning Fund Balance			\$ 1,905,704	\$ 1,992,659	\$ 2,038,340
Revenue			\$ 1,570,681	\$ 1,570,681	\$ 1,617,802
Expenses			\$ (1,483,726)	\$ (1,525,000)	\$ (1,570,750)
Surplus/(Deficit)			\$ 86,955	\$ 45,681	\$ 47,052
Ending Balance			\$ 1,992,659	\$ 2,038,340	\$ 2,085,392
Less: Capital Improvement Funds			(100,000)	(200,000)	(300,000)
Ending Operating Balance			\$ 1,892,659	\$ 1,838,340	\$ 1,785,392
			Net Change in Funds =		
					\$ (107,267)
Ave. household consuming 5,000 gal. would pay per mo. the following:					
at new rate-			\$ 40.95	\$ 40.95	\$ 40.95
at existing rate (and no annual increase)-			\$ 40.95	\$ 40.95	\$ 40.95
Difference			\$ -	\$ -	\$ -

Historical Rate Increases

2014	11.9%
2015	50.1%
2016	0.0%
2017	8.1%
2018	6.0%
2019	1.0%
2020	4.5%
Average	11.7%

THE VILLAGE OF WHITEHOUSE

10-Nov-20

SEWER ANALYSIS

Analysis to Determine Sewer Rate Increase for Operating Self-Sufficiency

Note: This only addresses the usage rates. We have a suggestion to address the Capital Improvement Charges.

Assumes that the Village charges the necessary rate (1.0%) to cover the budgeted cost to customers at a flat rate.

			2020	2021	2022
Beginning Fund Balance			\$ 786,203	\$ 640,507	\$ 752,561
Revenue			\$ 853,518	\$ 862,053	\$ 887,915
Expenses			\$ (999,214)	\$ (750,000)	\$ (772,500)
Operating Surplus/(Deficit)			\$ (145,696)	\$ 112,053	\$ 115,415
Ending Fund Balance			\$ 640,507	\$ 752,561	\$ 867,976
Less: Capital Improvement Funds			(100,000)	(200,000)	(300,000)
Ending Operating Balance			\$ 540,507	\$ 552,561	\$ 567,976
			Net Change in Funds =		
					\$ 27,468
Ave. household consuming 5,000 gal. would pay per mo. the following:					
at new rate-			\$ 23.70	\$ 23.94	\$ 23.94
at existing rate (and no annual increase)-			\$ 23.70	\$ 23.70	\$ 23.70
Difference			\$ -	\$ 0.24	\$ 0.24

Scenario if there are no changes to the rates.

			2020	2021	2022
Beginning Fund Balance			\$ 786,203	\$ 640,507	\$ 744,025
Revenue			\$ 853,518	\$ 853,518	\$ 879,124
Expenses			\$ (999,214)	\$ (750,000)	\$ (772,500)
Surplus/(Deficit)			\$ (145,696)	\$ 103,518	\$ 106,624
Ending Balance			\$ 640,507	\$ 744,025	\$ 850,649
Less: Capital Improvement Funds			(100,000)	(200,000)	(300,000)
Ending Operating Balance			\$ 540,507	\$ 544,025	\$ 550,649
			Net Change in Funds =		
					\$ 10,142
Ave. household consuming 5,000 gal. would pay per mo. the following:					
at new rate-			\$ 23.70	\$ 23.70	\$ 23.70
at existing rate (and no annual increase)-			\$ 23.70	\$ 23.70	\$ 23.70
Difference			\$ -	\$ -	\$ -

Historical Rate Increases

2014	0.0%
2015	0.0%
2016	0.0%
2017	5.9%
2018	12.1%
2019	15.0%
2020	3.5%
Average	5.2%

SEWER CAPITAL IMPROVEMENT CHARGE ANALYSIS
THE VILLAGE OF WHITEHOUSE
10-Nov-20

				CURRENT	PROPOSED
Model Based on Flat Capital Surcharge by EDU					
				Monthly Capital Charge per EDU	
Line/Meter Size	Equivalent Dwelling Units (EDUs)	Total Accounts by Line/Meter	Total EDUs	\$ 3.01	\$ 4.01
5/8"-3/4" 1" 1.5" 4" 6"	1	716	716.00	\$ -	\$ -
	2.5	948	2,370.00	\$ 2,155.16	\$ 2,871.16
	5	26	130.00	\$ 7,133.70	\$ 9,503.70
	20	5	100.00	\$ 391.30	\$ 521.30
	33	1	33.00	\$ 301.00	\$ 401.00
				\$ 99.33	\$ 132.33
		1696	3,349.00	\$ 10,080.49	\$ 13,429.49
				\$ 120,965.88	\$ 161,153.88
Monthly Capital Charge Annual Capital Charge		Total Capital Charge by line/Meter Size		\$ 3.01	\$ 4.01
		Line/Meter Size	EDUs		
		5/8"-3/4"	1	\$ 3.01	\$ 4.01
		1"	2.5	\$ 7.53	\$ 10.03
		1.5"	5	\$ 15.05	\$ 20.05
		4"	20	\$ 60.20	\$ 80.20
		6"	33	\$ 99.33	\$ 132.33

THE VILLAGE OF WHITEHOUSE

10-Nov-20

SANITATION ANALYSIS

Analysis to Determine Sanitation Rate Increase for Operating Self-Sufficiency

Note: This only addresses the usage rates.

Assumes that the Village charges the necessary rate (6.0%) to cover the some of the budgeted cost to customers at a flat rate.

			2020	2021	2022
Beginning Program Surplus/(Deficit) Balance			\$ (39,564)	\$ (60,865)	\$ (77,047)
Revenue			\$ 234,637	\$ 248,715	\$ 256,177
Expenses			\$ (255,939)	\$ (264,897)	\$ (272,843)
Operating Surplus/(Deficit)			\$ (21,302)	\$ (16,181)	\$ (16,667)
Ending Fund Balance			\$ (60,865)	\$ (77,047)	\$ (93,714)
Ending Operating Balance			\$ (60,865)	\$ (77,047)	\$ (93,714)
***This is the amount subsidized by the General Fund		***	Net Change =	\$	(32,848)
Household would pay per mo. the following:					
at new rate-			\$ 12.01	\$ 12.73	\$ 12.73
at existing rate-			\$ 12.01	\$ 12.01	\$ 12.01
Difference			\$ -	\$ 0.72	\$ 0.72

Scenario if there are no changes to the rates.

			2020	2021	2022
Beginning Program Surplus/(Deficit) Balance			\$ (39,564)	\$ (60,865)	\$ (91,125)
Revenue			\$ 234,637	\$ 234,637	\$ 241,676
Expenses			\$ (255,939)	\$ (264,897)	\$ (272,843)
Operating Surplus/(Deficit)			\$ (21,302)	\$ (30,260)	\$ (31,167)
Ending Fund Balance			\$ (60,865)	\$ (91,125)	\$ (122,292)
Ending Operating Balance			\$ (60,865)	\$ (91,125)	\$ (122,292)
***This is the amount subsidized by the General Fund		***	Net Change in Funds =	\$	(61,427)
Household would pay per mo. the following:					
at existing rate (and no annual increase)-			\$ 12.01	\$ 12.01	\$ 12.01
Difference			\$ 12.01	\$ 12.01	\$ 12.01
			\$ -	\$ -	\$ -

Historical Rate Increases

2014	0.0%
2015	0.0%
2016	0.0%
2017	0.0%
2018	27.6%
2019	0.0%
2020	4.5%
Average	4.6%

2020 MERIT SERVICE PAYMENT

\$75.00 PER YEAR

EMPLOYEE	YEARS OF SERVICE	2020 MERIT SERVICE PAYMENT
BACHMAN, TIFFANY	9	\$675.00
ALLAN BAER	2	
BAKER, BRADLEY	13	\$975.00
BERGFELD, CINDY (PT-RATE 37.5)	24	\$900.00
BLAKE, JAMIE	3	
BRADLEY, AMANDA	15	\$1,125.00
CLINE, APRIL	5	\$375.00
DAUGHERTY, JORDAN	13	\$975.00
DONAHUE, BRANDON	10	\$750.00
DOTSON, BRIAN	13	\$975.00
FORREST, JAMES	20	\$1,500.00
FOUTY, CHRISTINE	2	
FRANCIS, DEREK	4	
FRANCIS, JASON	6	\$450.00
GUNDY, JILL	12	\$900.00
HARTBARGER, JOSH	13	\$975.00
HERMAN, JENNIFER		
HIBBARD, JEFFREY	21	\$1,575.00
HILL, MICHAEL	20	\$1,500.00
KASACK, ANDY	4	
KESSINGER, CHARLES	2	
LAFFERTY, DEVIN	2	
LAUNDER, RANDY A.	24	\$1,800.00
MCCLANNAHAN, KYLE	7	\$525.00
MCDONOUGH, MARK	8	\$600.00
MCNUTT, KEVIN		
MILLER, JOE	6	\$450.00
MYERS, AUSTIN	3	
NORRIS, KELLY	10	\$750.00
PETRELL, BRIAN	7	\$525.00
PILCHER, STEVEN P.	30	\$2,250.00
RICHARDSON, DUSTIN	11	\$825.00
SCHEUERMAN, KEN	3	
SMIGELSKI, CHERYL	12	\$900.00
THOMAS, MARK	12	\$900.00
WIELINSKI, PAUL	2	
YUNKER, RITA (PT-RATE 37.50)	14	\$525.00
TOTAL		\$23,700.00

Village Council Meeting As
A Committee of the Whole
March 12, 2019
6:30 PM

ROLL CALL: Louann Artiaga, Richard Bingham, Rebecca Conklin Kleiboemer, Mindy Curry, Bob Keogh, and Bill May. Also present were the following: Mayor Don Atkinson, Administrator Jordan Daugherty, Solicitor Kevin Heban, Director of Public Services Steve Pilcher, Police Chief Mark McDonough, Fire Chief Joshua Hartbarger, Clerk Susan Miller, Tiffany Bachman, Jill Gundy, Tom Malicki, Tom Carr, Ron and Karen Studyvin, Bob Bryce, Karen Gerhardinger, Ellen Tipping, Becky and Jeff Chamberlain, David and Sharon Prueter, and Bob Crowe.

At 6:35 PM, President of Council, Bill May called the meeting to order.

Motion by Mindy Curry, seconded by Bob Keogh to approve the minutes of the February 12, 2019 meeting. 6 ayes

President of Council, Bill May asked for Citizen Comments pertaining to Agenda items. There were none.

Public Safety

The first order of business was to discuss the tractor trailer/vehicle stacking concern on State Route 64.

- Drivers are contractors, not employees
- Working with the General Manager and Loadmaster, very attentive when notified, looking for long term solution
- Placing no standing/parking signs on State Route 64, signage is fair warning to drivers
- Revisit the situation after the signs have been in place for 6 months
- Residents should call 911 when trucks are impeding State Route 64
- Thank you, Chief McDonough for your time and work on this matter

Motion by Bill May, seconded by Mindy Curry to recommend to Council to erect no parking signs as soon as possible. 6 ayes

Public Services

The next order of business was consideration of the designating Otsego Street as a one-way street.

- Options, one-way causes turn around problems, no parking signs, do nothing and take this item off of the list to look at, discuss with Property owner to place a box on an in and out drive
- The post office does not want to move the box to Village Hall
- There have been no accidents
- Another post office box is located near the shell station

General

Zoning discussion with input from a Concerned Citizen.

- Letter from Tom Carr concerning Pro Hardware, conversation with Barb Knisely, fence, junk vehicles, unregistered vehicles, debris, pallets, 16+ years of violations, fence collapsed on adjoining property's evergreens, condition of the hardware lowering property values, asking the Hardware store to be a good neighbor
- Nothing in the code to require a fence
- Jacob Barnes is an excellent zoning inspector
- Chamberlain violations, went through a punch list, Mr. Chamberlain complied, based upon review of the site and the code, Mr. Chamberlain is in compliance
- The Village and this property have a long history, looking at improvements on a regular basis, not fast progress, started the violation process
- If there is a fence it has to be maintained
- The Village has gotten as good of compliance as we're going to get
- Bob Bryce, attorney for Mr. Chamberlain, photos distributed were taken before the Maumee Courts were involved, the fence is painted, vehicles are gone, there are bushes across the back
- Administrator Jordan Daugherty, Solicitor Kevin Heban met with Mr. Chamberlain and his Attorney Bob Bryce and say Mr. Chamberlain is currently in compliance
- Fences being down, dead shrubs, the fence came down in 60 mph winds
- Code for buffers for a 50,000 square foot building, the hardware is 9,000 square feet
- Mediator for the situation, Mr. Chamberlain – is in compliance, invested time and money, is not interested, Mr. Carr is willing
- Mr. Carr can put up a fence
- Mr. Chamberlain may look into whether a semi-trailer can be parked for storage
- The Village could erect a fence with consent from property owners
- Mr. Chamberlain is in compliance, you can't legislate beautification
- The code addresses open storage in the front of the property
- Vehicles must be registered or stored inside
- Zoning has improved over the last year
- The Village is spending hundreds of thousands of dollars in beautification, let's all continue to work together to beautify Whitehouse
- Solicitor Kevin Heban will stay in touch with Zoning inspector Jacob Barnes and Chamberlain Attorney Bob Bryce
- Mr. Chamberlain would be willing to sign off on neighbors putting up fences on the property line

The next order of business was discussion of Cherry Fest Activities.

- Concerns over the way Cherry Fest has been run the last few years
- Proceeds to be reinvested in the park
- Village cost – Police, Fire, Public Services, electricity
- Transparency – put concerns to rest, profit and loss
- Carnie trailers – living in them, is there another place for them to stay

- Can't be discriminatory, Is Cherry Fest like any other event? Is there interweaving with the Village?
- Sometimes Cherry Fest loses money, advertising, bands, memorial wall, Well behaved carnival workers – don't leave garbage, the Village doesn't ask to see any other events books
- Our businesses benefit from Cherry Fest
- Cherry Fest is signature to Whitehouse
- Started out as the Fireman's Festival
- No legislation for public space use for profit
- Some years it is profitable, some years it is not, massive project with planning all year long, Village and Council members ran the event at one point, Cherry Fest went to 3 days when Carnival rides were included because that's what they required, carnival workers have been Good to work with, the festival hires an overnight officer, there has never been an incident with the carnival workers
- Everything is reviewed by a CPA, contracts are reviewed by an attorney
- Nothing attracts people to Whitehouse with positive publicity like the Cherry Fest. It is a keynote event in the community.
- Construction during Cherry Fest
- Can't imagine Whitehouse without Cherry Fest

The President of Council, Bill May asked for Citizen Comments. There were none.

Other items discussed:

- Letter from the historical society for a donation to purchase software to catalog graves and Memorabilia. The historical society will donate the time to catalog.

Motion by Bill May, seconded by Mindy Curry to recommend to Council to donate \$1,000 to the Historical Society to purchase software to catalog memorabilia and graves. 6 ayes

Motion by Bob Keogh, seconded by Rebecca Conklin Kleiboemer to adjourn into Executive Session on a matter of Economic Development at 8:26 PM. 6 ayes

Motion by Louann Artiaga, seconded by Rebecca Conklin Kleiboemer to reconvene at 9:01 PM. 6 ayes

Motion by Louann Artiaga, seconded by Richard Bingham to adjourn at 9:02 PM. 6 ayes

Respectfully Submitted,

Susan Miller
Clerk of Council

MEMORANDUM

TO: Village of Whitehouse Council members and Mayor Don Atkinson

FROM: Steve Pilcher, Public Service Director

SUBJECT: Tuesday, March 12, 2019 – Committee of the Whole mtg.

DATE: Friday, March 8, 2019

Otsego Street
Mail Stop Evaluation

The current portion of Otsego St. under evaluation is the block lying between Texas St. and Providence St. nearest to the Post Office. The purpose of the evaluation is to review the current mail drop box placement and possible future placement.

The current mail stop box placement is approximately 90' from the intersection at Providence St. on the north side of Otsego St. Traffic flows in both directions as normal; parking is both sides of street.

The Post Office has parking in the rear of the building lot with an abandoned parking area on the south side of the building. The abandoned parking area seems to be the result of roadway improvements along Otsego Street and the proximity of the drive to the intersection being corrected. Current parking in the rear lot accommodates 4 to 5 Postal delivery vehicles as well as employee parking. The current rear lot has one drive for entrance and exiting vehicles. The rear parking lot has no usable space to relocate the post box and provide convenient access to customers.

Possible considerations for placement of postal drop box:

- Providing a traffic flow to match the post drop box roadside access would require posting the portion of Otsego Street "One Way", traveling east from Texas St. toward Providence St. and making the north side of Otsego St. from the northeast corner at Providence St. to the drive entrance at the rear parking lot posted as a "No Parking – Here To Corner" restricted parking. This would provide a traffic pattern which would pose no conflicts when postal patrons use the drop box however may pose problems for current traffic on Providence St.
- Post the north side of Otsego St. from the northeast corner at Providence St. to the drive entrance at the rear parking lot as a "No Parking – Here To Corner" restricted parking.

This would allow vehicles to pull over to the mail box for use without the possibility of conflict with parked vehicles.

- Do nothing and leave the postal drop box in the current location with traffic flow as is.

The property the Post Office is located at currently could be configured differently to accommodate an off street mail box drop, located in the rear parking lot; however this property is privately owned by Mr. Robert Schmitz and would require substantial reinvestment in the property to accomplish.

Respectfully submitted,

Steven P. Pilcher, Director of Public Service



